

# ***RHODE ISLAND SUPREME COURT MCLE COMMISSION***

## **Important 2023 Reporting Year**

### **MCLE Filing Notice: File by **June 30, 2023****

All MCLE filings (credit reporting, teaching/authorship/out-of-state reciprocal, or waiver applications) must be completed via the *MCLE Portal* online at [www.courts.ri.gov](http://www.courts.ri.gov).

MCLE portal recommended browsers: **Microsoft Edge, Safari, and Google Chrome**

**Note: The browser, Internet Explorer, was retired as of June 15, 2022.**

**You need to confirm your browser cookie settings are appropriate if attempting to make a payment.**

**Note: Attorneys who reach the age of seventy (70) after June 30, 2022 are exempt from MCLE requirements and have no obligation to file.**

**Filing deadline: June 30, 2023 (MCLE reporting year is July 1 – June 30)**

**Late filing fees/makeup fees are assessed for late filing and makeup credit accrual after June 30<sup>th</sup>.**

**Active attorneys failing to comply with MCLE within one hundred eighty (180) days of non-compliance notice will be removed from the Master Roll of Attorneys.**

- **DO NOT MAIL** any Appendix G, D, E, or F forms or certificates of attendance to the MCLE office. The papers will not be accepted. **Please contact the MCLE office at (401) 222-4942 or [mcleinfo@courts.ri.gov](mailto:mcleinfo@courts.ri.gov)** if you have any questions. To protect the confidentiality of the MCLE record and in accordance with the MCLE rules and regulations, the MCLE office is authorized to speak **ONLY** with the reporting attorney regarding the attorney's MCLE account or reporting of credits. The responsibility to ensure the accuracy and timely submission of the data rests solely with the reporting attorney.
- **First time MCLE Portal users:** You must **CREATE AN ACCOUNT** – Access is located on the MCLE Portal homepage above the attorney login field. After you create an account, you will receive a temporary password via email to access your MCLE Portal account.
- **ALL previous paper MCLE forms (Appendix G, D, E, F) are now electronic and accessible within the MCLE Portal.**
- **We no longer mail paper MCLE carryover transcripts.** You may view your carryover within the MCLE Portal. To view the transcript, select **Credit Reporting Appendix G**, then the reporting year. Carryover credits appear in the summary totals at the top of the page.
- **Late/makeup fees are automatically assessed (if applicable)** and are now paid via Visa, MC, or Discover. Late filers **MUST** pay on the MCLE Portal at the time of filing. The later you file, the higher the fee (see MCLE Regulations, Appendix C, Schedule of Fees).

- **Carryover**, up to a maximum of ten (10) credits, will automatically compute and will apply to the 2024 MCLE reporting year but not thereafter.
- **BE SURE TO SCROLL DOWN to the Appendix G page bottom, check the certification box and click the “submit” button to FILE your Credit Reporting Appendix G via the online MCLE Portal. WAIT** to see the message: “You have successfully submitted your credits.” Note: COURSE TITLES ARE REQUIRED IN APPENDIX G. If you do not see the course listed in the drop down, you must complete an Appendix D for that course.
- **NOTE: Keep your certificates of attendance in your file for three (3) years.** Do not submit or upload the certificates on the Appendix G. Our internal audit system matches your report to sponsor attendance report, allowing us to verify your attendance.
- **Use Microsoft Edge, Safari, Google Chrome as your web browser to obtain optimal performance of the MCLE portal:** If you encounter difficulty using a MAC or if your employer’s firewall blocks you, you may want to utilize a different computer for MCLE filing purposes. The browser, Internet Explorer, was retired as of June 15, 2022. You cannot file credits on a phone or tablet.